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TERRY JOHNSON  
*Director*

JAMES WESTRIN  
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DATE: October 10, 2012  
TO: All State Licensed Mortgage Loan Originators  
FROM: Division of Mortgage Lending  
RE: NMLS 2013 Streamlined Renewal Process - Nevada

All state-licensed individuals holding a mortgage agent license with the Division of Mortgage Lending must renew their license through NMLS between November 1, 2012 and December 31, 2012, if they wish to retain their license to conduct business in Nevada in 2013. The purpose of this letter is to provide you with important information about the 2013 NMLS Streamlined Renewal Process.

All mortgage agents should consult their sponsoring company concerning how to renew their license through NMLS.

**Records must be up-to-date at time of renewal.** Amendments to your record cannot be made utilizing the renewal feature. If you need to make changes to your record before you can attest to its accuracy, we strongly recommend submitting any necessary updates through the filing tab immediately to allow sufficient time for the review of changes prior to renewal. In addition, you may wish to review your status and confirm that you have no outstanding license items that need to be cleared. Waiting until November or December to submit amendments and/or clear outstanding license items may delay the approval of your renewal request.

## **NMLS 2013 Streamlined Renewal Process**

### **Renewal Requirements**

In order to be eligible for renewal, you must continue to meet all licensing standards for Nevada. If you continue to meet these standards, the Division of Mortgage Lending does not require you to comply with any requirements beyond your attestation, payment of renewal fees (see fee information below) and submission of your renewal request through NMLS to complete the renewal process.

You must have your 10 hours of continuing education complete prior to being able to renew your license through NMLS. It can take up to seven days for your education to post on NMLS. You will be prevented from renewing your license if you have not completed your CE requirements for 2012. For information on available courses, see the [Professional Standards](#)

section of the NMLS Resource Center. In addition, the [CE requirements](#) chart is located on the NMLS Resource Center.

### **Attestation and Renewal Request Submission**

Starting November 1<sup>st</sup> you must log into your NMLS account and attest to your record. Attestation is your legal certification that: (i) your NMLS record is up-to-date, (ii) renewal requirements have been completed, and (iii) you meet all renewal eligibility requirements. Once attested, either you or your sponsoring company can submit your renewal request.

Requests should be submitted by December 31, 2012. **NMLS WILL NOT ACCEPT RENEWAL SUBMISSIONS AFTER MIDNIGHT (12:00AM) EST on December 31, 2012.** Please note the time zone difference of your location. If a licensee does not submit their renewal by December 31<sup>st</sup>, their license status will be changed to “terminated-failed to renew” on January 1<sup>st</sup>.

**Mortgage loan originators who submit their renewal by December 31 may continue to originate while their renewal is being processed.**

A license that is not renewed by December 31, 2012 will expire. A licensee whose license has expired because they failed to renew, may seek reinstatement of that license if they file a renewal application, and submit the required fees, including a late renewal fee by February 28, 2013.

**All Nevada mortgage activity must be ceased until you receive confirmation from the Division that the renewal has been approved.** Renewals will be processed in date order received; therefore, Nevada strongly advises licensees to renew early.

### **Fees**

In addition to the \$125.00 annual license fee that will be charged by Nevada, NMLS charges a processing fee of \$30 which must be paid electronically through NMLS upon submission of the renewal request.